

Google Classroom Parent and Pupil Help and Support



Contents

Logging on, pg3

Viewing an assignment, pg3

Handing in an assignment, pg6

Private comments, pg8

Viewing your work, pg9

Feedback, pg10

Calendar, pg12

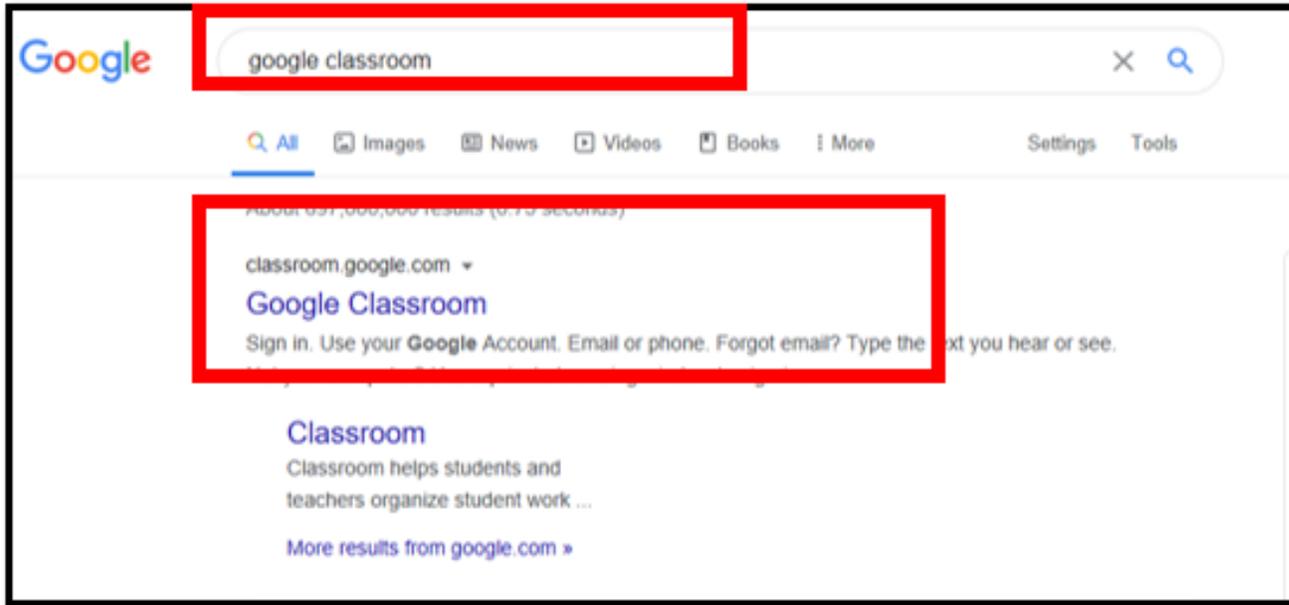
Short cuts, pg14

Useful links, p17

Extra help and guidance, pg18



Step 1

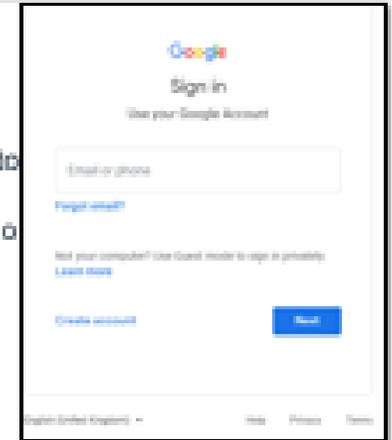


Top Tips

If you are working from an iPad, an iPhone or an Android tablet or Android mobile phone we recommend you download the apps: **Google Classroom, Google Drive, Google Docs, Sheets and Slides** as this will keep you signed in and will allow documents to open with the correct app for editing. If you are using a school provided Chromebook, once you are signed in – you won't need to sign in to Google Classroom separately as you will already

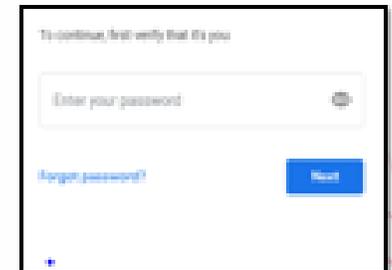
Step 2

Username is the same one you log on to the **school Chromebooks** with e.g. DTRBEGO7@the deantrustmoodle.org



Step 3

Your password is the same one you log on to the **school Chromebooks** with e.g. Smile1



Viewing an assignment

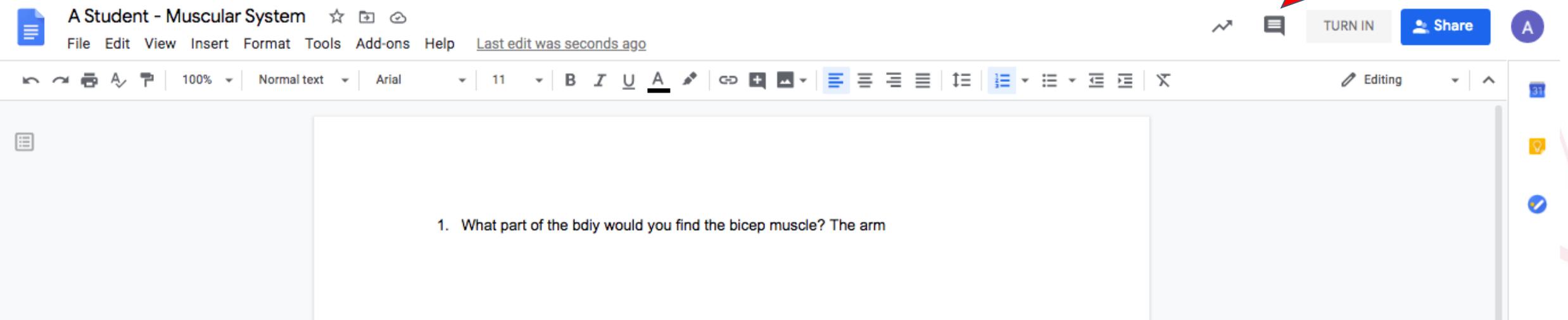
The screenshot shows the Google Classroom interface. At the top, there are tabs for 'Stream', 'Classwork', and 'People', with 'Classwork' selected. Below the tabs, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. The main content area displays an assignment titled 'Muscular System' with a due date of 'Due 17 Jun, 18:00'. It shows the assignment was 'Posted 09:30' and is 'Assigned'. The instructions are 'Complete set question'. A document titled 'A Student - Muscular Sys...' is shown as a preview. At the bottom left of the assignment card, there is a 'View assignment' button, which is highlighted by a large red arrow.

Click on view assignment to see what instructions your teacher has set.

This screenshot shows the 'View assignment' page for 'Muscular System'. The assignment title and due date are at the top. Below that, the instructor's name 'DOMINIC VOLANTE' and the time '09:30' are shown. The instructions 'Complete set question' and 'Class comments' are visible. On the right side, there is a 'Your work' section with the status 'Assigned'. It shows a document titled 'A Student - Musc...' with a close button. Below the document is a '+ Add or create' button, which is highlighted by a red arrow. At the bottom of the 'Your work' section is a 'Hand in' button. Below that is a 'Private comments' section with an 'Add private comment...' input field.

Click on the document and by doing so you will be given your own copy of it that only you can edit.

Submitting an assignment



A Student - Muscular System

File Edit View Insert Format Tools Add-ons Help Last edit was seconds ago

100% Normal text Arial 11 B I U A

1. What part of the body would you find the bicep muscle? The arm

TURN IN Share

When you are satisfied that you have completed an assignment to the best of your ability click on TURN IN.



Due 17 Jun, 18:00

Muscular System

Complete set question

Class comments

Your work

Assigned

A Student - Musc...
Google Docs



+ Add or create

Hand in

Private comments



Add private comment...

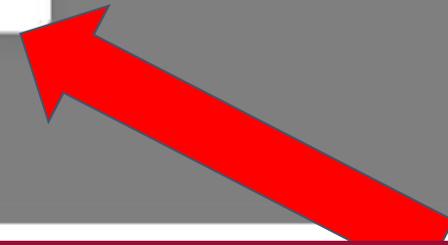


Hand in your work?

1 attachment will be submitted for "Muscular System".

A Student - Muscular System

Cancel Hand in



You will be prompted after clicking hand in to a message that makes you confirm you want to hand it in.



Due 17 Jun, 18:00

Muscular System

Complete set question

Class comments

Your work Handed in

A Student - Muscular S...
Google Docs

Unsubmit

Private comments

 Add private comment... 

The Private Comment box is a way to ask your teacher a question that only your teacher will see. Your teacher will receive an email notification with your question. They can respond to that question and again you will receive an email with their response.

Your work

Handed in

A Student - Muscular S...
Google Docs

Unsubmit

Private comments

I completed all the questions but I really struggled with question10. When did we learn about that topic? I can't recall and have no notes on it.

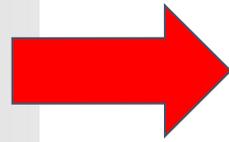


Here is an example of a Private Comment that could be used. Please remember to use this wisely. Don't use it to say you have completed the work. Your teacher doesn't need to know that they will be able to see that on their account.

Viewing your work

Within the classwork tab you can click on view your work.

Here you can see what assignments you have been set. You can see if your assignments has been marked. You can also see if you still owe an assignment.



 [View your work](#)

 [Google Calendar](#)  [Class Drive folder](#)

 Muscular System

Due 17 Jun, 18:00

Filters

Assigned

Returned with grade

Missing

Title

Due

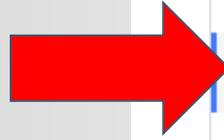
Muscular System  5  1

17 Jun, 18:00



Feedback

When you click on returned with grade you can see the feedback from your teacher. You may be directed to make amendments and resubmit.



Filters

- Assigned
- Returned with grade
- Missing

Title	Due
Muscular System  	17 Jun, 18:00 

A Student - Muscular Syst...
Google Docs

5 private comments

 A Student 09:52
I completed all the questions but I really struggled with question10. When did we learn about that topic? I can't recall and have no notes on it.

This topic was taught on 20th April. I will put in the classroom a powerpoint so you can go over everything I taught.

10:58

5 = Your work is of an exceptional standard. I can see the time and care you have taken. You should be very proud and keep working this hard.

WWW =

EBI =

 A Student 12:21
The powerpoint you shared for question 10 really helped, thanks.

12:24

Glad you found it useful. Thanks you for making the necessary changes.

[VIEW DETAILS](#)



 View your work

 Google Calendar  Class Drive folder

 Muscular System

Due 17 Jun, 18:00

Your Google calendar will give also you an overview of all the assignments you have been set and the due dates for all the classes you are enrolled in

By clicking on the Google Calendar you will be able to see assignment start and due dates.

-  Classes
-  Calendar

- Enrolled
-  To do
-  Test Master
-  Test
-  Geography
-  GCSE PE Google Classroom
-  Year 10 AEP

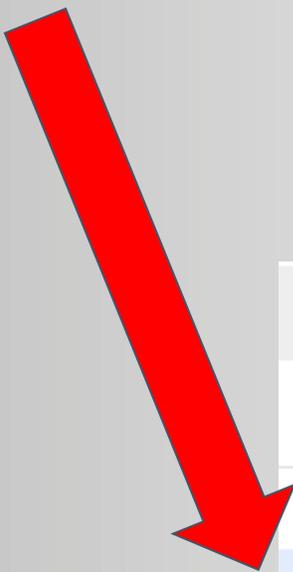
Today < > June 2020

All classes < Jun 1-Jun 7, 2020 >

Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat 6	Sun 7
Assignment: w/o 18th May 20 Health and Social Care Adolescence - Early adulthood				Assignment: Work for Year 10 Spanish w/b 1st June 2020	Assignment: Week Beginning 1st - 5th June - Drama - Character Profiling	Assignment: Week Beginning 1st June 2020
			Assignment: W/o 1st Break- even	Assignment: W/o 1st Break- even		Assignment: 1-5 June: Assignment 4
			Assignment: Week commencing 1st June Food and Religion	Assignment: Week commencing 1st June Food and Religion		Assignment: Week Beginning 1st June 2020
			Assignment: W/B 01/06/20 - Year 10 Engineering - Component 1a	Assignment: W/B 01/06/20 - Year 10 Engineering - Component 1a		Assignment: 1-5 June - 5 June: History of Computers
			Assignment: 1st - 5th June Maggie Sloczer	Assignment: 1st - 5th June Maggie Sloczer		Assignment: Week Beginning 1st June 2020
			Assignment: 1st - 5th June Ava Santos	Assignment: 1st - 5th June Ava Santos		Assignment: 1-5 June: Assignment 4
			Assignment: 1st - 5th June Ernst Hascherl	Assignment: 1st - 5th June Ernst Hascherl		Assignment: 1-5 June: Theory & Purpose of Media
			Assignment: Week Beginning 1st June: Citizenship - Money Matters	Assignment: Week Beginning 1st June: Citizenship - Money Matters		Assignment: Week Beginning 1st June 2020
						Assignment: 1-5 June: Email Screen

/B 01/06/20) - Year 10 Engineering

There is a tab called To Do, which will show you what assignments are to be completed.



- Classes
- Calendar
- Enrolled
- To do**
- Test Master

To do Done

All classes ▾

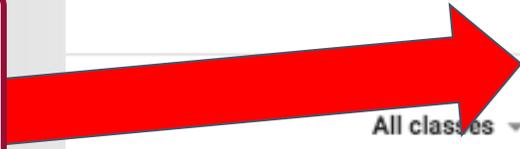
Missing

- (Week beginning 20th April) Exploring the Performing Arts: Component One
Year 9 Set Work During School Closure – Due 24 Apr
- Week beginning 20th April: Exploring the Performing Arts: Component One
Year 10 Set Work During School Closure – Due 24 Apr
- Work for Y7 Spanish w/b 20th April
Year 7 Set Work During School Closure – Due 24 Apr
- Work for Y8 Spanish w/b 20th April 20
Year 8 Set Work During School Closure – Due 24 Apr
- 20th - 24th April - Adam and Eve
Year 7 Set Work During School Closure – Due 26 Apr
- 20th - 24th April The Good Samaritan
Year 8 Set Work During School Closure – Due 26 Apr

To do

Done

There is a tab called done, which shows you all the work you have already completed.



All classes ▾

Due 17 Jun

Muscular System

Test Master – Due 17 Jun, 18:00



Due 29 May

Test

GCSE PE Google Classroom – Due 29 May



Due 1 May

Week Beginning 27th April 2020

Year 7 Set Work During School Closure – Due 1 May



Done late

Week beginning 27th April 2020 Abraham

Year 8 Set Work During School Closure – Due 1 May

10/10

Not handed in

Due 10 Oct 2018

This is a test

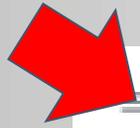
Test 2 – Due 10 Oct 2018

Handed in



Shortcuts

The best way to find a shortcut to any resources or organization of your classroom is through the Google Classroom Home Screen.



Google Classroom

Test Master

Due Friday
18:00 - Cardiovascular system

Due Tuesday
18:00 - Cardiovascular system Week
Respiratory System

Test

Due Friday
18:00 - Cardiovascular system

Due Tuesday
18:00 - Cardiovascular system Week
Respiratory System

Geography

GCSE PE Google Cla...

Year 10 Set Work Durin...

Due Friday
15:00 - History Work 1-5 June
Work for Year 10 Spanish w/b 1st June 2020
W/c 1st Break- even

Year 9 Set Work Durin...

Due Friday
15:00 - History Work 1-5 June
W/C 1st June - Destination Research
W/C 1st June - Statement of Comprehensive...

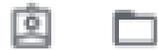
Year 7 Set Work Durin...

Due Friday
17:00 - (W/B 01/06/20) - Year ...
1st June - 5th Year 7 - Gothic Novel
Work for Y7 Spanish w/b 1st June 2020

Year 8 Set Work Durin...

Due Friday
Work for Y Spanish w/b 1st Jun...
(W/B 01/06/20) Year 8 - Design and Technol...
1st June - 5th June: Earthquakes

Test Master



Click on the shortcut to view your work.

≡ Test Master

 A Student

Filters

Assigned

Returned with grade

Missing

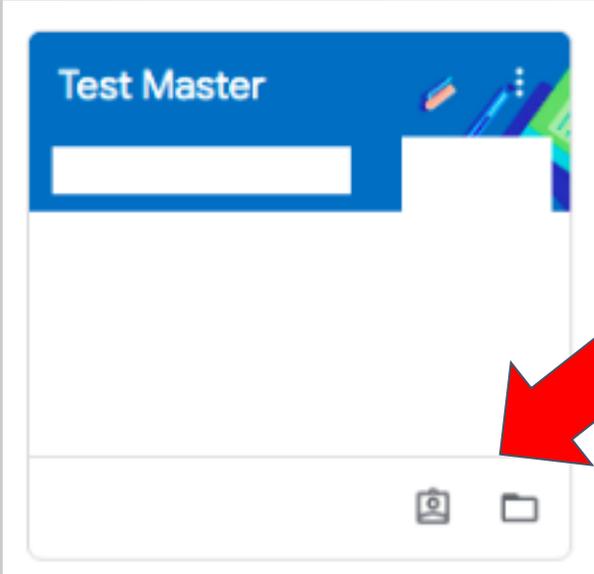
Title

Due

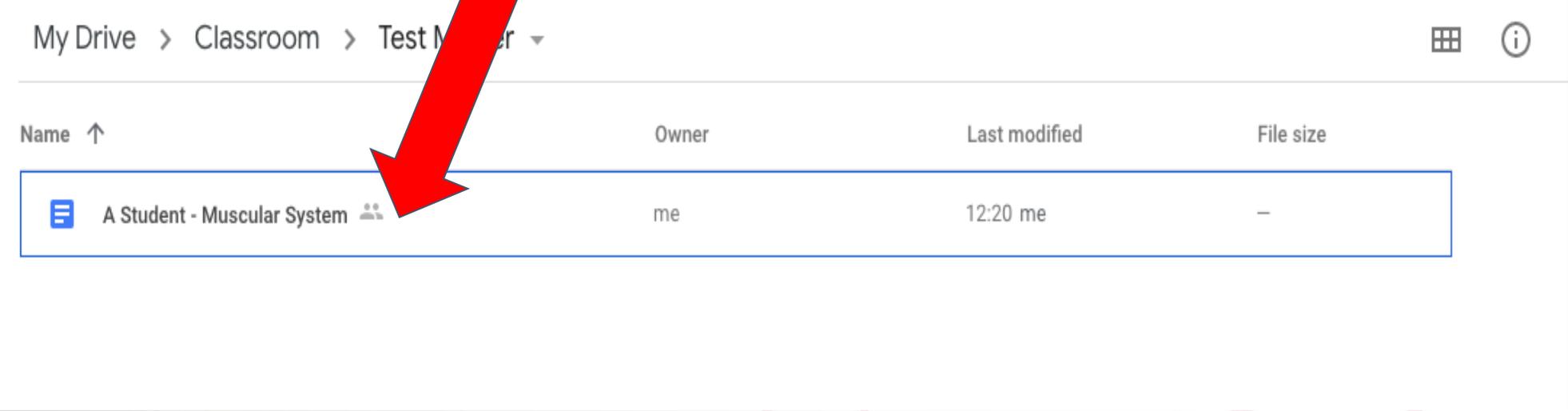
Muscular System  5  1

17 Jun, 18:00





Click on the Classroom Folder. Here you can find the document you have been working on. You may want to also put in here any resources you find that may help you.



Useful links

A brief overview of Google Classroom.

<https://www.youtube.com/watch?v=DeOVe2YV2Io>

Step by step guide to using Google Classroom with your child.

<https://www.youtube.com/watch?v=xfgqtCi7hdo>

How to submit assignments

https://www.youtube.com/watch?v=o4JeCTfhvnl&feature=emb_title&ab_channel=DearDISes



Extra help and support

- In each year group classroom you will find extra tips and support along with podcast tutorials from HOY
- You can private comment your HOY through these classrooms
- You can phone the school on 01942 510712 and ask to speak to a member of staff
- Enquiries can be e-mailed to: office@deantrustrosebridge.co.uk
- Do we have your correct details? It is very important, especially in the current situation that the school has your correct details such as phone numbers, email addresses and postal address. Please contact school with any updates.

